

Robert Sprague

Vice President of
Academic Affairs

**OFFICE OF
INSTRUCTION****Aracely Aguiar**

Dean of Career and
Technical Education

Aracely Aguiar, Acting

Applied Technology

Carmen Dones

Allied Health

Charles Stapleton

Behavioral & Social
Sciences

Gerald Ludwig

Business

Anna Chiang

Computer Science and
Applications

Kathy Walton

Dean of Retention, &
Educational Services

Jane Witucki

Dance, Health, & Physical
Education

Judy Chow

Library

Walter Jones, Ed.D.

Dean of General
Education & Transfer
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Charles Stapleton

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Michael Arata

Humanities & Fine Arts

Fran Leonard

Language Arts

Matthew Robertson

Mathematics

Abraha Bahta

Science

Eric Ichon

Dean of Distance Learning
& Instructional
Technology

Rebecca Tillberg

Dean of Research &
Planning

Mark Pracher

Sponsored Programs &
Development

Mary-Jo Apigo

Dean of Teaching &
Learning

Barry Sloan

Associate Dean
Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, November 5, 2014

9:30 – 11:30 a.m.: Group discussion on items below
11:30 – forward: Follow up meeting with secretaries

- A. Timelines/Tasks—prioritize, quality control, right person for job, meet deadlines, communicate.
- B. Website – Academic Affairs page, Office of Instruction page, attachments/links
- C. Weekly Status Reports:
 1. Scheduling:
 - a. Winter/Spring 2015 – priority/seniority lists, offer letters
 - b. Summer/Fall 2015 – allocation model, galleys, Jane's FTEP increases Chair asg.
 - c. Fall 2014 – unstaffed classes and/or withdrawn instructors assigned, instructors with pay but zero students, over/under scheduled sections, pending ESCs
 - d. Need more Basic Skills offerings in English and Math?
 - e. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
 - f. ESC changes are creating over and under scheduled classes.
 2. Non-credit FTES – Kathy Walton
 3. SLO's – Mary-Jo Apigo
 4. Evaluations – Mary-Jo Apigo
 5. Syllabus collection/review – Mary-Jo Apigo
 6. Curriculum – Aracely Aguiar
 7. Student Success – Walter Jones
 8. Enrollment Management – Rebecca Tilberg
 9. Work Blocks – Load/FTES Summaries Completed – all Deans
 10. **Budget** – discuss prior to Budget Committee meeting (4th Thursday?).
- D. Periodic Status Reports:
 1. Monthly meeting with Phyllis (enrollment mgmt), Shalamon, Michael, Celena – 4th Wednesday of each month.
 2. Synchronous Online
 3. Post agendas on website – Judith
 4. Seniority/Priority lists on web – Summer 2014-some missing, Fall 2014-all missing
 5. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
 6. Exclusion rosters.
 7. The 5th of the month report writing.
- E. Outstanding items:
 1. Where do adjuncts hold office hours? When?
 2. Work Blocks/Load Summaries – need written policy:

VISION – West: A gateway to success for every student.

MISSION – West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.



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- a. How are we handling over/under loads? How does balancing via adjunct asg's effect seniority lists?
 - b. How do we show SFP assignments?
 - c. Put instructions/training documents on website?
3. Train Chairpersons and instructors: create handbook, workshops, video tutorials, Olga's manual for adjuncts. Periodic meeting to review AFT contract. Consult with new Professional Development Coordinator Kimberly Manner. Make commitment in July. Can Mary-Jo arrange?
 4. SIS conversion to PeopleSoft – waitlists will be set at either 10 or 1/2 of the current seat limit. Do we want to start using waitlists when we go live on the new system?
 5. Website:
 - a. When will Kentico be up/running? When does Digital Curriculum storage end?
 - b. Redesign Academic Affairs site after Kentico is up.
 - c. Post forms, e.g. Work Block form and instructions, office hours forms, field trip, conference...
 - d. Update website to show Academic Affairs office hours 7:30 – 5:30.
 - e. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don't work (e.g. New Faculty Orientation goes nowhere), etc.
 - f. Directory no longer shows office hours
 6. Processes:
 - a. Signature process – Helen
 - b. Review process of how we send documents to LACCD, e.g. transcripts. Ask Hansel about the protocol and discuss with staff.
 - c. Support for new hires, evaluation committees, mentors, process
 - d. Census / Exclusion rosters – directions need clarification
 - e. Enrolling students in Black Scholars and other cohort programs.
 7. Academic Affairs – future staffing – remodeling
 8. Telephone tree – Nick to use current plan – needs revision?
 9. Reorganization:
 - a. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
 - b. Clean up – ask District Office to correct:
 - i. Division Names, e.g. Applied Technology, Dance, Health & P.E., Library Division, Learning Center Division
 - ii. Department (Div.) numbers, send specific disciplines to change, e.g. LRNSKIL, LRNSK, TRAVEL, HOSPT
 - iii. New/changed department codes for LRSKIL, LRNSK, PERSDEV should be under Student services instead of Academic Affairs
 - iv. Course outline clean up, e.g. change department numbers